



F.No. BSNLCO-A/11(25)/4/2022-ESTAB

Dated, the 02-09-2022

**OFFICE MEMORANDUM**

**Subject: Implementation of online attendance system in BSNL.**

BSNL CO has issued instructions vide DO No. BSNLCO-ADMN/62/6/2022/Admn dated 25.08.2022 to implement new Online Attendance Management System in all circles/units of BSNL. In order to implement the Attendance Management System, it has been decided that the following guidelines may be followed by all BSNL Circles/Units:-

i. All Employees of BSNL – Executives and Non-executives – shall mark their attendance on all working days at the time of arrival as well as departure on the new BSNL Online Attendance Portal.

ii. Working Hours:

BSNL Offices / Units	Normal Working hours of Offices	Weekly Off
Corporate Office	09:30 AM to 06:00 PM	Saturdays & Sundays
Administrative offices -Circle /BA	10:00 AM to 05:30 PM	Sundays & 2nd Saturday of the month
Other offices/Units	10:00 AM to 05:30 PM	Sundays

iii. All Employees shall complete their mandatory working hours for the day. However, there will be flexibility of 30 minutes before and 30 minutes after the stipulated duty timings. Accordingly, there will be flexibility of one hour for arrival and departure timings, subject to completion of prescribed duty hours. However, this flexibility will not be applicable to the employees where his/her controlling officer has instructed for presence at a particular time.

Illustrations:

a) For BSNL corporate office, an employee may arrive at 09:00 AM and leave at 05:30 PM, and an employee arriving at 09:40 AM may leave at 06:10 PM.

b) In field units, an employee may arrive at 09:45 AM and leave office at 05:15 PM and an employee arriving at 10:30 AM may leave at 06:00 PM.

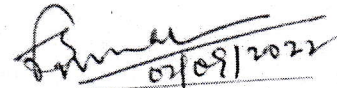
iv. The flexible timings of duty hours are not applicable for employees working in Customer Service Centers and Shift duties etc., where presence of the employee during the prescribed duty hour is essential in the interest of service.

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- v. Non-completion of duty hours will result in deduction of half day / full day casual leave based on the actual working hours attended on the day.
- vi. Early departure before 01:30 PM and late attendance after 02:00PM will be considered as absence for whole day and result in deduction of full day's casual leave.
- vii. In case of non-availability of casual leave at credit of the employee, one Earned Leave will be treated equivalent to two half CL on account of shortfall in duty hours. Since, EL cannot be deducted in halves, any single instance of short attendance equivalent to half CL which cannot be adjusted against EL in a particular month, will be carried forward for adjustment/ deduction in future but not beyond the calendar year or the date of superannuation / retirement / end of service, whichever is earlier.
- viii. In case of non-availability of CL / EL, the shortfall in duty hours shall result in deduction of half day salary / full day salary (i.e. Basic pay + DA), as the case may be.
- ix. Late attendance up to one hour, on not more than two occasions in a calendar month, due to justifiable reasons may be condoned by the controlling officer.
- x. Absence during duty hours: Any employee leaving the office with due permission for any reason other than official work will logout from system while leaving and will login again after returning to office. Such absence of maximum 4 hours in total in a calendar month will be required to be compensated in the same month by working for equivalent extra hours beyond office hours.
- xi. System related issues: Non-marking / Late marking of attendance due to system related issues, may be approved by competent authority.
- xii. Exceptional reasons: Non-marking of attendance due to exceptional reasons such as loss of mobile phone or damage of SIM, Transfer cases, etc. may be exempted by the Unit Heads – GM / PGM, for a period not exceeding three working days. In such cases Unit Heads will maintain one physical Register where the employee will sign in his/her presence.
- xiii. Employees on tours / local tours or other official engagements allowed by the tour approving authority, may be exempted from marking attendance.
- xiv. Marking attendance with fraudulent means will attract disciplinary action as per applicable conduct rules in addition to treating these attendance days as dies-non.
- xv. Unauthorised absence, habitual late coming or irregular attendance may be dealt with as per relevant provisions of the conduct rules applicable to the employee.

  
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- xvi. The other rules and instructions, not in conflict with these new guidelines, e.g. Compensatory off to eligible employee etc. shall remain applicable.
- xvii. The regularization of any shortfall of duty hours, tours, leaves, etc. in a calendar month shall be updated in the attendance system latest by the 15th day of the next month.

This issues with the approval of competent authority.

  
(Sanjeev Kumar)  
02/09/2022

**Assistant General Manager (Estt. I)**  
Tel. No. 23037477

To,

1. All CGMs/unit heads of BSNL.

Copy to:-

1. PPS to CMD, BSNL, New Delhi.
2. PPS to All Directors, BSNL Board.
3. CVO BSNL, BSNL CO, Eastern Court.
4. All CGMs/PGMs/Sr. GMs/GMs BSNL CO.
5. GM (Pers.)/GM(Admin)/Sr. GM (CA/ERP-FICO) BSNL CO- for incorporating the required changes in Online Attendance Management System and ERP.
6. BSNL Intranet.